

CAMBRIDGE SUSTAINABLE FOOD

Senior Project Manager

Job title: Senior Project Manager

Responsible to: CEO

Working hours: Full time

Salary: £30,000 - £33,444 per year (pro rata)

Position type: 1-years fixed term with a 3-month probation period. Potential for extension

Location: Remote and in person as agreed

Annual Leave: 33 days Basic Annual Leave (Includes Bank holiday entitlement)

Priorities

To Manage and develop the current projects of CSF within the context of the Sustainable Food Places Framework, and within the strategy decided by the Cambridge Sustainable Food Partnership Board.

Note: This role requires a proactive individual with strong project management, communication, and networking skills. The Senior Project Manager will play a critical role in driving forward CSF's initiatives and ensuring effective delivery of projects across multiple areas.

Key Responsibilities:

1. Develop, manage, and deliver existing projects and work currently in Cambridge City and South Cambs eg: climate projects, growing projects, events and festivals including ensuring legal compliance eg: risk assessments.
2. Developing and maintaining great relationships with partner organisations both local and national. Liaise and work with a wide range of stakeholders inc: schools, community groups, voluntary sector and local authorities

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Job Responsibilities:

Overseeing Current CSF Projects:

- Provide oversight and leadership for ongoing and new CSF projects, Currently these projects include Climate and Food, Growing and Community Gardens and organising the Food for the Planet annual Festival.
- Responsible for overall development, planning, execution, and delivery of projects and ensuring that project goals are met on time and within budget.
- Monitor project progress and address any challenges or issues that may arise.
- Manage resources effectively to deliver programmes and projects and liaise with funders as appropriate
- Maximise the impact of projects through partnership working with organisations and businesses

Network Development:

- Facilitate the development of networks around community food projects, fostering collaboration and knowledge-sharing among stakeholders.
- Identify opportunities for partnership working with organisations and businesses

Supporting Other CSF Projects:

- Provide support in developing, implementing, and monitoring other CSF projects as needed.
- Work with freelancers and volunteers to ensure project success and effective resource management.

Fundraising Support:

- Assist with fundraising bids and activities to strengthen CSF's work and support the long-term sustainability of the organisation.

Communications:

- Stay updated on national policy and research developments.
- Promote the work of CSF to various audiences
- Represent CSF at external events when needed
- Promote projects in line with CSF communications strategy

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Monitoring and Evaluation:

- Ensuring accurate data collection and reporting for projects you manage
- Write project reports to communicate findings, successes, and areas for improvement.

Organisational Development:

- Work with the team to contribute to organisational development and management initiatives.
- Provide input and support for strategic planning and decision-making processes.

Other Duties to include:

- Contribute to the mutually supportive and collaborative culture of CSF, among the staff team, and project participants.
- Contribute to internal CSF meetings
- Take part in relevant training for both personal professional development and for the improved function of the organisation.

The post holder will also undertake any other responsibilities in connection with the work that may arise from time to time.

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Person Specification

Essential Criteria:

Project Management:

- Strong proficiency in developing, planning, implementing, and managing projects, including fundraising and grant writing.
- Ability to effectively monitor and report on project progress, ensuring alignment with organisational goals and objectives.
- Experience of undertaking risk assessments

Resource Management:

- Experience in managing resources efficiently to deliver projects effectively and efficiently
- Experience of liaising with funders and maximising impact through partnership working.

Business Development:

- Demonstrated ability to develop partnerships with businesses and other organisations.

People Management:

- Experience in shared line management of project workers, with the ability to interview, appoint, manage, and develop interns and volunteers.
- Extensive experience of facilitating and managing groups
- Experience and understanding of how to implement, monitor and review appropriate safeguarding measures with and for children and young people and vulnerable adults.

Community Engagement:

- Proven track record in fostering relationships with organisations/networks to support community engagement and consultation.
- Experience of events development and management

Communication Skills:

- Excellent communication skills, both written and verbal
- Good command of ICT skills and ability to use the main suites of digital tools and packages - e.g Google Workspace, Squarespace. and online tools.

Organisational Skills:

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- Strong organisational skills with the ability to research and collate evidence
- Experience in representing the organisation at external events and developing links with other initiatives for knowledge sharing and collaboration.

Continuous Learning:

- Commitment to personal and professional development, including participation in relevant training to enhance both individual skills and organisational effectiveness.

Desirable Criteria:

- Experience in sustainable food initiatives or related fields.
- Knowledge of the relationship between food and climate change
- Knowledge of the Sustainable Food Places Framework.
- Ability to act as a spokesperson to the press and promote the organisation through talks, workshops, and events.
- Previous experience in research activities related to sustainable food systems.
- Familiarity with monitoring and evaluation methodologies for assessing programme impact.

Further information about Cambridge Sustainable Food and our work is at:

www.cambridgesustainablefood.org

You will need to hold the necessary rights/visa to work in the UK, CSF CIC is not able to assist with applications for work permits.

CSF CIC is an equal opportunities employer. We are committed to equality of opportunity and welcome applications from individuals, regardless of age, gender, ethnicity, disability, sexual orientation, gender identity, socio-economic background, religion and/or belief.

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